

**Milford Water/Wastewater Commissioners’
Meeting Minutes
June 9, 2015**

Present: Dale A. White, Vice-Chairman
Robert E. Courage, Member
David Boucher, Director
Evelyn Gendron
Absent: Michael Putnam, Chairman

Call to Order

Vice-Chairman White called the meeting to order at 2:00 p.m.

Appointments

Vice-Chairman White, Commissioner Courage and Director Boucher greeted Mr. Bruce Berry, DPW Director, Town of Amherst, present this afternoon for a discussion of anticipated Border Street summer project timelines in the interest of coordinating future road opening project plans by both Amherst and Milford crews. The Amherst DPW crew plans to perform road drainage work to repair a failed cross culvert pipe on the Amherst section of Border Street. Milford’s Water Department crew plans a 4” water main upgrade to increase hydrant flow on Milford’s section of the same street. Director Berry agreed coordination of projects is important, having said it doesn’t play well when a road is opened twice. Commissioner Courage explained Milford is obligated to the Town of Amherst to maintain two Border Street Hydrants. He said in his opinion there is urgency for the Water Department to perform the Border Street water main work this summer, and feels funding is available for this small scale, straightforward project. Mr. Berry said, good humoredly, that he recently approved Milford’s hydrant invoice for payment, adding that he, too, wants the Amherst portion of Border Street work done this summer. He agreed there is nothing complicated for the Border Street drainage work and said he would prepare a bid package. Vice-Chairman White pointed out the Milford water line is on the east side of Border Street and the planned Amherst drainage work will be on the West side. He stated for the record that prior to today’s meeting Director Berry had questioned whether hiring the Leighton A. White Company for Amherst’s Border Street site work would constitute a conflict of interest while Vice-Chairman White is on the Milford Board of Water & Sewer commissioners. Mr. White said he wanted to be clear that a conflict of interest does not exist, that both towns may opt put their project work out to bid, there is no obligation on anyone’s part to use the Leighton White Company, and at this time it is unknown whether the Leighton White Company would be in a position to accommodate the desired timeframe for site work. Director Berry said this is not an issue for the Town of Amherst. He gave an Amherst map of the Border Street drainage area to Director Boucher for future joint project planning discussions. Commissioner Courage inquired of Amherst’s road opening permit process. He said he hadn’t the pleasure of meeting Director Berry prior to this evening and wished to extend his compliments to Director Berry on the practical approaches taken to accomplish Amherst’s road redevelopment projects, particularly in the immediate vicinity of the Amherst town green, using 21st century technology. Director Berry said coordinating the timing of the Border Street work will suit both towns well to minimize disruption to the residents, and will be done as economically as possible. The commissioners thanked Mr. Berry for attending tonight’s meeting.

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Decisions/Approvals

Approval of Meeting Minutes – Commissioner Courage made the motion to approve the meeting minutes of May 26, 2015 with amendments, to be signed during the June 23, 2015 commissioners' meeting. Vice-Chairman White seconded the motion. All voted in favor.

Water Users Fee/Tax Collector's Warrant – The Commissioners signed the Tax Collector's Warrant for collection of taxes in the matter of water users fees for the May 2015 Bill Commitment 150529 and for the May 2015 Final Bills issued.

Sewer Users Fee/Tax Collector's Warrant – The Commissioners signed the Tax Collector's Warrant for collection of taxes in the matter of sewer users fees for the May 2015 Bill Commitment 150529 and for the May 2015 Final Bills issued.

Water Abatement Request – Oak Street – Eco Stoneworks – Director Boucher explained this topic is being continued from the commissioners' May 27th meeting. He said water meter readings had been taken the week of May 27 and again yesterday, reflecting a return to average water usage according to Eco Stoneworks' water usage records prior to the spike in usage, reportedly due to an opened valve. Ms. Jessica Hardwick, Water Utilities Account Clerk provided discussion of water usage records. Commissioner Courage said negligence would exist if it were possible for the valve to be mistakenly or mysteriously reopened. He would like additional information before the board makes a decision on this water abatement request. Vice-Chairman White agreed that perhaps a portion of the higher than average water usage should be considered to be prorated. He recommended Mr. Jim Young, Water Department Foreman, inspect Eco's water valve in question, assess the situation, and advise his findings during the June 23rd commissioners' meeting. Director Boucher agreed there are too many unknown variables to consider before writing off all of the higher than average water usage.

Water Abatement Request – 190 Armory Road – Following Director Boucher's explanation of the broken water pipe circumstances and reported repairs for this water-only customer account, and a review of the account history indicated quarterly invoices have averaged \$42.00, Commissioner Courage made the motion to abate \$100.00. Vice-Chairman White seconded the motion. All voted in favor.

Dram Cup Payment Schedule – The Commissioners signed the Dram Cup 10 year payment schedule at 1.98% as presented by Director Boucher, with the first payment being payable in January 2016, instead of repayment occurring over 20 years at 2.72%. Director Boucher reported this project was well under budget, with the original loan having been \$330,000.00, and \$192,710.24 had been spent. No vote was necessary or taken for this signing. Vice-Chairman White said he was pleased this loan repayment will be expedited.

Discussion/Information Items

West Elm Street Water Main Extension – Update – Director Boucher explained he had spoken with Mr. Mark Norby, Park Construction, who had submitted all necessary information to T.F. Moran, i.e., the payment bond, the signed Notice to Proceed, performance bond, insurance certificate, and the signed contract. Mr. Jim Young, Water Department Foreman, has marked the Jones Street water services. Water main tie-in measurements will be taken. Mr. Norby will try to send someone tomorrow for this work. Mr. Jeff Kevan, T. F. Moran reported to Mr. Boucher that this project's sewer service work

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should begin the week of the 22nd. Updated televised interceptor information regarding distances and directional connections has been sent to Mr. Norby.

Prospect Hill Tank Removal Project – Bid Process Update – Director Boucher distributed the packet of information received today from Mr. Rene LaBranche, Stantec Consulting. He said Stantec has reviewed all details and contacted the references of J.R. Vinagro Corporation, the low bidder for this project with a total base bid amount of \$97,500.00. Vice-Chairman White said he wanted to raise awareness of the possibility for the potential addition of items with regard to contaminated soils and the restoration of the area near this water storage tank, according to the bid documentation. Following discussion, Commissioner Courage made the motion to award the Prospect Hill Tank Removal Project to the J.R. Vinagro Corporation, of Johnston, Rhode Island, the low bidder for this project, at a contract amount of \$97,500.00 to be paid utilizing Water Capital Reserve Funds. It is noted that the lump sum bid does not include additive items that may come into play if contaminated soil is encountered during this project. Vice-Chairman White seconded the motion. All voted in favor. Vice-Chairman White made the motion that Chairman Michael Putnam be the consistent signer of this project's documents, as requested by Stantec Consulting. Mr. Boucher will contact Chairman Putnam, unable to be present for this evening's meeting, to sign the Notice of Award documents. Mr. Boucher noted there will be additional documents, such as bond bid packages, for Chairman Putnam to sign.

Border Street Water Main Project – Mr. Jim Young, Water Department Foreman, joined the meeting in progress at 2:45 p.m. He reported that he has compiled numbers for the Border Street project at 2160 lineal feet, and noted that ductile pricing has been fluctuating and is not being stockpiled like it has in the past. Commissioner Courage inquired whether the Merrimack Road 6" water main ties into Border Street. Mr. Young concurred that it does tie into Border Street, but changes to a 4" at the town intersection. During road work discussions, Mr. Young explained his connection recommendations, and that the distance between the two Border Street, Amherst, hydrants should be changed so that they are closer together. Director Boucher advised Mr. Young of the need for him to schedule a visit to Eco Stoneworks to inspect the water valves, as discussed with the commissioners earlier during this evening's meeting.

Activities Report – Reviewed by the commissioners. Mr. Courage inquired of Mr. Young about the Curtis Well observation well readings and recent Pennichuck Water usage. Mr. White inquired about the raising/lowering of manhole and gate box structures. Mr. Young said he has a list of gate boxes to be done. The sewer crew is working on chambers and easements. Mr. Boucher explained Mr. Whitfield, Collection System Foreman, will attend to the sewer structures upon his return from vacation. Boring work on the backhoe will be completed by the Warren Jones Company.

Miscellaneous Water Utilities Department Project Updates – Mr. Boucher advised the commissioners that Town Administrator Bender made him aware of the possibility of a future Town Meeting warrant article to be considered by the Board of Selectmen regarding a dedicated way where the sewer interceptor easement exists and may require maintenance, therefore requires protection. Discussion occurred; no decisions were made on this topic. Mr. Boucher said the closed circuit TV security cameras would be installed on Friday.

Financial Reports & Statements: The following were distributed to the commissioners for their review:

- Town of Milford MS-9 Trust Funds as of May 31, 2015
- W & S Capital Projects Revenue & Expenses as of May 31, 2015
- Multi-Year Funds – Capital Projects & Grants, Revenues & Appropriations as of May 31, 2015
- 6/1/15 W & S Revenue Reports
- 5/28/15 W & S Appropriation Reports
- W & S Cash Balances - Preliminary as of May 31, 2015

Future Appointments/Meetings:

The next Commissioners' meeting will be held on Tuesday, June 23, 2015 at the Water Utilities Department, 564 Nashua Street.

Non--Public Session

Vice-Chairman White made the motion to enter into non-public session at 3:09 p.m. for the purpose of discussing land, per RSA 91-A:3,II(d). Commissioner Courage seconded the motion. All voted in favor. At 3:19 p.m. Vice-Chairman White made the motion to exit the non-public session, Commissioner Courage seconded the motion. All voted in favor.

Adjournment:

At 3:20 p.m. Vice-Chairman White made the motion to adjourn the meeting. Commissioner Courage seconded the motion. All voted in favor.

Dale A. White, Vice-Chairman

Date

Robert E. Courage, Commissioner

Date